

Board of Examiners -
Guidance to Board of
Examiners' paperwork

Documentation Management

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1.1	See Document Rollover 2017-18 Checklist Records	<i>Senior Quality Assurance Administrator</i>	July 17	<i>Quality Assurance</i>
1.2	Updated to reflect extenuating circumstances replacing mitigating circumstances	<i>Quality Assurance Administrator</i>	April 18	<i>Quality Assurance</i>

Board of Examiners – Guidance to Board of Examiners’ paperwork

The information below clarifies some of the ‘characters’ and codes which can appear on exam board paperwork. This should be considered in addition to the legend which appears on the paperwork.

A single * indicates a result has not been panel-confirmed. No decision can be made by the Board. If seen on pre-Board meeting paperwork, action needs to be taken to resolve before the Board.

If there is a ** after a (2) the student has failed their first attempt and has automatically been put in to reassessment. The Board needs to consider the student’s reassessment entitlement.

For any other instances of ** it means the module had not been completed yet (usually PG Dissertations or part-time students) there is nothing for the Board to consider other than progression (not to award).

(2) (without **) indicates a capped reassessment has been undertaken and the result has been Panel confirmed.

(1) is very unusual and normally indicates where ECs have previously been accepted but the uncapped reassessment has not yet been completed. This will appear as MA (1)** and there is no decision for the Board to make.

Borders indicate where ECs have been accepted and the appropriate action to be taken needs to be considered by the Board.

Grey cells indicate a ‘fail’ mark (i.e. where the student has not achieved the threshold mark) and help the Board identify if too much credit has been failed.

Any codes other than a grade (e.g. @ or MA) are **POST**-Board grades, and therefore relate to decisions made at previous Boards. You should only see these in relation to previous years (for UG), at the November PG Boards, or for students who are part-time, been in abeyance, or retaking a year:

@- or @ or @+: Means the student has previously chosen not to undertake an optional reassessment opportunity. (For UG @ represents E-, E, E+; For PG @ represent D-, D, D+)

If a ~ (tilde) appears next to the calculated award and class, it indicates that a higher classification could be achieved through retrieving optional reassessment.

MULTI should not appear on paperwork and indicates an error which should be drawn to the attention of TAG immediately.

UNDERGRADUATE BOARDS			
PIT Code	Outcome		
UG-A5	Award		
UG-A5-X	Provisionally awarded but entitled to elective reassessment of E band credit		
UG-A5-P	Has the opportunity to achieve a higher class by dropping Placement		
UG-A5-XP	As above but is also entitled to elective reassessment		
UG-A7	Student cannot progress to intended award. Board to consider. Various outcomes possible. Paperwork must be clearly annotated with Board recommendation.		
UG-RV	There is a problem with the profile and the Board may or may not be able to make a decision. Should the Board wish to make a decision this should be clearly recorded on the paperwork by the VCR.		
UG-AM	Two possible outcomes: <table border="1" data-bbox="662 817 1468 896"> <tr> <td>Progress to MEng</td> </tr> <tr> <td>Failed to progress or withdrawing at BEng, award BEng</td> </tr> </table>	Progress to MEng	Failed to progress or withdrawing at BEng, award BEng
Progress to MEng			
Failed to progress or withdrawing at BEng, award BEng			
UG-XM	Progress to MEng, optional resits		

POSTGRADUATE BOARDS	
PIT Code	Outcome
PG-A5	Award
PG-A7	May be entitled to lower award
PG-A7-D	May be entitled to lower award (Failed dissertation at F)
PG-RV	There is a problem with the profile and the Board may or may not be able to make a decision. Should the Board wish to make a decision this should be clearly recorded on the paperwork by the VCR.